



City of Kingman, Arizona

Classification: Police Officer
Department: Police
Accountable To: Officer in Charge (OIC), Sergeant or higher level of authority
Created/Revised Date: July 2015
FLSA Status: Non-Exempt **Salary Grade:** 212 **Band:** C **EEO4:** 4

GENERAL DESCRIPTION OF POSITION

Performs general police work in the protection of life and property through the enforcement of laws and ordinances. Works in a 24/7 operational environment, and is subject to call in/call back to support the operational needs of the department.

This position encompasses the following levels:

Police Officer – Non Certified Recruit: This is a trainee class for protective service. Qualified incumbents receive academy instruction obtain AZ POST certification. Successful incumbents who obtain AZ POST certification, receives further field training to further knowledge and experience within the Police Officer classification.

Department Assignments: As further experience, training, competencies, knowledge, skills and abilities are obtained and recognized, Police Officers may be assigned and qualified to perform as: Detective, School Resource Officer, Bomb Squad, MAGNET/GIITEM, K-9, Field Training Officer, Traffic/Motor Squad, Flex Team, and Honor Guard.

SUPERVISION RECEIVED

Work assignments and instructions are received in general terms from an Officer in Charge (OIC), sergeant or higher level of authority. Incumbents are required to perform without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work is reviewed through observation, discussions, activity reports, and results obtained.

SUPERVISION EXERCISED

May work as shift supervisor in absence of Sergeant. As Field Training Officer, provides instruction, training, direction and evaluation to new employees of this class as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Answers and responds to radio, computer or telephone dispatches.
- Apprehends criminals and offenders.
- Assists and refers the mentally ill, transient, indigent, and other persons in need.
- Assists other law enforcement agencies as required.
- Bodily moves persons, vehicle, and property from unsafe locations.
- Collects and preserves evidence.
- Communicates verbally in person and by radio.
- Enforces criminal and traffic laws and is pro-active in the enforcement of criminal and traffic violations.
- Ensures safety and welfare of general public.
- Conducts at-scene accident investigations.
- Conducts follow-up investigations.
- Conducts interviews.

- Conducts criminal investigations.
- Directs traffic.
- Enforces criminal and civil laws.
- Maintains proficiency in operating a variety of law enforcement tools, including weapons, vehicles and computers.
- Makes criminal arrests as required by circumstances.
- Mediates disputes.
- Patrols an assigned area of the city in a marked patrol unit.
- Performs crowd and riot control activities.
- Performs evacuations.
- Performs security checks and welfare checks.
- Prepares detailed reports of investigative findings.
- Prevents and discovers commissions of crimes.
- Protects crime and traffic accident scenes.
- Searches persons, places and things employing the use of the hands, ears, eyes, and nose.
- Seizes, processes, and impounds property and evidence.
- Serves subpoenas, summons, and warrants for Municipal, Justice, and Superior Courts.
- Subdues resisting offenders, using force where appropriate, including deadly force.
- Testifies as a witness in both criminal and civil court proceedings.
- Transports prisoners and property.
- Writes criminal and traffic citations.
- Develops and communicates with informants.
- Obtains criminal complaints through the judicial system.
- Maintains professional and effective working relationships by providing exceptional customer service.
- Maintains regular attendance and punctuality.
- Maintains confidentiality of work-related information
- Maintains all required records and reports accurately, comprehensively and submit required reports in a timely manner.
- Works in a safe manner and reports unsafe activity and conditions.
- Works extended shift hours and rotating shifts in support of the Police Department. Will be required to work early mornings, evenings, nights, weekends and holidays as necessitated to assigned shift rotation and schedule.
- This position is subject to overtime and emergency recall during non-working hours due to staff shortage and/or operational and assignment needs.

PERIPHERAL DUTIES

- May administer first aid to sick and injured persons for a wide variety of illnesses and injuries.
- Attends and participates in meetings, trainings, and community events as a representative of the department as assigned.
- Performs other duties as assigned.

WORK CONTACTS

- Considerable contact with other law enforcement agencies, criminal justice systems and the general public in crime prevention activities.
- Contacts require extreme tact and discretion, professional courtesy and mature judgment and ability to respond professionally and competently in critical and high stress response situations, requiring the interpretation and application of laws and ordinances.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- High school diploma or GED equivalent.
- College course work in criminal justice and/or equivalent education and/or experience is preferred.
- OR any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Modern police practices and methods; departmental procedures, rules and regulations; Effective methods of investigations; Applicable Federal and State laws, City ordinances, and laws of arrest; Business English, spelling, grammar and punctuation.

Skills: Use of firearms and other such regular and special police equipment as may be assigned; Use of computer to input data, type reports, look-up information, and such; Develop and write effective and accurate reports.

Abilities: Deal firmly but courteously with the public; Communicate effectively; Memorize, retain and accurately recall information; Maintain required records and to prepare timely and accurate reports; Analyze situations quickly and objectively, thereby determining the proper course of action; Establish and maintain effective working relationships with those contacted in the course of assignment; Work effectively under extremely stressful conditions and make appropriate decisions in crisis or emergency situations; Must recognize and accept the expectation of ethical and law abiding behavior in both professional and personal life, as an example to the public you serve; Meet such physical requirements as may be established by competent authority; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts to include extended shift hours and rotating shifts that include the working of early mornings, evenings, nights, weekends, holidays and overtime as scheduled and as necessary.

SPECIAL REQUIREMENTS

- Valid Arizona State Driver's License; Arizona State Certification as a police officer;
- Ability to become and maintain TOC Level C Certified.
- Ability to pass an extensive law enforcement background investigation, including fingerprinting, polygraph, psychological and other related employment testing.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____ **Date:**_____

Employee Printed Name:_____